**KENDRIYA VIDYALAYA NO. 1**

**SAGAR**

**Vidyalaya Committees**

**2023 – 24**

**DUTY ALLOTMENT – SESSION: 2023 – 24**

The following committees, departments and clubs are here by constituted to carry out various curricular, co – curricular and extra-curricular activities for session 2023 – 24. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners and in – charges and members of Dept./committee/Club are hereby instructed to prepare the action plan and implement with all seriousness. The duties, responsibilities/ activities are mentioned below: -

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| **S No** | **DEPT/COMMITTEE/CLUB** | **IN-CHARGE/ CONVENER/MEMBER** | **DUTIES/RESPONSIBITIES/ACTIVITIES** |
| **1** | **ACADEMIC SUPERVISION** | **Mr Deepak Kr Sahu,VP**  **Mrs Renu Yadav, HM** | 1.Supervision of secondary and primary.  2.Taking rounds to check the class rooms activities  3. Observations of class room teaching and submission to the Principal for comments. |
| **2** | **COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS** | Mr Deepak Kr Sahu,VP  Mrs. Sarita Singh  Sh. S.P.Singh  Mrs Renu Yadav, HM  Sh G S Kushwaha, ASO  All Subject Committee conveners | 1.This committee will suggest and chalk out all action plan for academic and co – curricular activities.  2. This committee will function as advisory board for Vidyalaya’s activities.  3.Incharge and members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action viz Sports, Games, Examination etc.  4.Any other related work assigned by the Principal. |
| **3** | **Academic Advisory Committee** | Mr Deepak Kr Sahu, VP  Mrs Renu Yadav, HM  Dr. N.A.Khan  ALL PGT’s  Mr Rohit Sharma  Mr Anupam Jain  Ms Usha Jain | 1.To get the Split – up of syllabus subject wise and class wise on or before 31st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS)  2.To list out the names of weak students (on the basis of PT - 1) and prepare action plan for better performance in examination.  3.To prepare and inform to subject teachers about the special time-table of all holidays, breaks (Autumn & Winter) and vacation including Monitoring Assembly time of Vidyalaya for remedial classes.  4.To suggest positive and practical plan for the improvement of the academic competency of the students.  5.Weak students’ monthly progress will be checked separately through prescribed Performa.  6.Any other related work assigned by the Principal. |
| **4** | **ADMISSION** | Mr. Umesh Prajapati(I/C)  Mrs Rekha Barethiya  Mr. R.S.Yadav  Mr. Mahendra Gautam  Mr. Umesh Valmiki  Mr V S Lodhi  Mr Laxmi Shankar  Mr. Vivek Mourya  Class teachers of Class-I | 1.To admit the students by following admission procedure as per guidance issued by KVS (HQ).  2.To issue & collect the admission registration forms after through scrutiny.  3.To make a plan to set the question papers required for fresh admission for class IX.  4.To complete the formalities of admission as per KVS instructions.  5. Maintenance of Admission record and entry in Scholar Register.  5.Any other related work assigned by the Principal. |
| **5** | **ALUMNI ASSOCIATION** | Mr.Mahendra Gautam  Mr A K Gogna  Dr. N.A.Khan  Mr.R.K.Vishwakarma | 1.To maintain alumni register comprising at least their photographs, local address, year of passing, mail id and present address with post and company.  2.To conduct at least one alumni meet in a calendar year. |
| **6** | **Beautification/Art & Craft** | Mr Rishi Narayan  Mrs Rekha Barethiya  Mrs Madhulata Yadav | 1.To prepare plan for beautification of the campus  2.Any other related work assigned by the Principal. |
| **7** | **Gardening** | Mr. R G Goswami  Mr. Rishi Narayan  Mrs. Madhulata Yadav  Mrs Rachana Shrivastava | 1.To procure saplings and other requirements for the garden and to monitor the maintenance of gardens  2.To take up the plantations of trees in around the campus  3.To instruct and supervise the gardener to maintain the campus without any weeds etc.  4.Any other related work assigned by the Principal. |
| **8** | **Examination – Primary ( Internal)** | Sh V S Lodhi(I/C)  Mr Tripti Mishra  Sh Rajendra Ahirwar  Sh Laxmi Shankar | 1.Complete schedule of all exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents separately at least two weeks before commencement of tests/exam.  2.Maintain the required Examination stationary in stock.  3.Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.  4.All the required documents/materials like answer scripts, mark-slips, marks register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam.  5.Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course action.  1.Plan for all the external examinations including CBSE.  2.Timely submission of affiliation fee, data requested by CBSE.  3.Timely registration of students, payment of examination fee, information to CBSE of T.C. admission etc.  4.Uploading of marks in CBSE website after proper verification by I/C exam and concerned teachers.  5.Any other work related to CBSE.  6.Planning for GATE/Railway/WBJEE/JEE and other competitive exams. |
| **9** | **Examination – (Secondary)** | Mr. Amar Nath  Mr. Anupam Jain  Mr. Rohit Sharma  Mrs Anupma Chaurasiya  Mr Sajid |
| **10** | **CBSE** | Mr. A. K.Gogna  Mr Ajay Upadhayaya  Mr. R.G.Gowsami  Mr Mahendra Gautam  Mr Vivek Mourya |
| **11** | **External exams** | Sh S S Lodhi  Sh P S Lodhi  Sh Mahendra Gautam | To conduct all external exams as per the norms & maintain record |
| **12** | **CCA-Pri** | Ms. Usha Jain, PRT  Mr K K Lodhi  Ms Kirti Soni  Computer Teacher  Ms Prashasha Sharma | MORNING ASSEMBLY ORGANISATIONS  1.To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly.  2.Children’s birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her to provide a greeting card to all students and to wish them by presenting birthday song.  3.News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism (Controversial items)  4.Thought for the day should be very short and thought providing.  CELEBRATING OF FESTIVAL & IMPORTANT DAYS  1.To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calender & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc.  2.Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily.  3.To encourage the students & staff to participate in these programmes & assign duties for them.  4.Guest lecture should also be organized on special occasion & important day to celebrate the occasion with true spirit.  Co-curricular Activities(INTERNAL)  1.To prepare an action plan for internal and external CCA activities for the session and complete in time.  2.They will also have to suggest practical plans for improvement of CCA activities.  3.To check the preparation of CCA.  4.To pan for prize distribution.  5.To send the important news items from time to time related to CCA to newspaper agencies for publications.  6.Any other related work assigned by the Principal.  Co-curricular Activities(EXTERNAL)  1.Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same.  2.To make announcement of the prize winners in the morning assembly and maintaining record of prize winners.  3.To send the information regarding the prize winners to the Web site committee to upload in our school website.  4.Any other related work assigned by the Principal. |
| **13** | **CCA-Sec** | Mr. S. P. Singh, Coordinator (Morning Assembly, CCA weekly activities, Eng Language related activities)  Dr. Arun Mishra, Co-coordinator (Extra Mural Competitions, Hindi Language related activities)  Mr. Umesh Prajapati,  Co-coordinator(Extra mural competitions)  Mrs Rekha Barethiya  (Dance, Stage performances, extra mural competitions)  Dance Coach  (Dance, Stage performances, extra mural competitions)  Mr Sambhav Jain  (Sanskrit & Hindi language related activities)  Mr Rishi Narayan  (Drawing & Painting related activities, House board activities)  Dr. N.A.Khan  (Sports, Unity Run, Fit india, Yoga related activities)  Mr Mahendra Gautam  (Eng language related activities, coordination-Morning Assembly)  Miss. Keerti Soni  (Songs, Solo/ Group related activities) |
| **14** | **Value Education** | Mr. S K Katare  Mr S P Singh  Dr. Arun Mishra  Mrs Rajeshwari Katare  Mrs Renu Yadav  All language teachers | VALUE EDUCATION  1.To prepare compact programmes for developing good habits and moral value among the students.  2.To award the students with certificate & prizes on the observation of good habits & behavior of students.  3.To present moral stories in the assembly (at least once in a week)  4.To encourage teachers to present moral talk to the students in morning assembly on a specific value. |
| **15** | **Chem Lab** | **Mr. S. S. Lodhi**  **Mr. R.S.Yadav** | 1.To make necessary arrangement for procuring the materials for Science and Maths Laboratories as per the needs.  2.Lab attenders to maintain the laboratories for students use update the stock & make necessary arrangement of apparatus for the use of students.  3.The required practical/activities to be conducted for different classes as per prescribed syllabus.  4.To organize science exhibitions at various levels.  5.To check the practical/activity record regularly.  6.To give sufficient practice to the board class students.  7.Any other related work assigned by the Principal. |
| **16** | **Phy Lab** | **Sh R.G.Goswami**  **Sh Ajay Upadhayaya** |
| **17** | **Bio Lab** | **Sh. Amar Nath** |
| **18** | **Maths Lab** | **Smt. Sarita Singh** |
| **19** | **Language Lab** | **Mr. Mahendra Gautam** |
| **20** | **Atal Tinkering Lab activities** | **Mr R S Yadav** |
| **21** | **Comp. Lab (Sr Secondary & Secondary)** | **Sh. A. K. Gogna**  **Sh Vinay Nema** |
| **22** | **Maintenance-**  **School Building & Campus** | **Mr. P. S. Lodhi**  **Mr. Umesh Prajapati**  **Mr. V S Lodhi**  **Mr R K Namdev** | 1.To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments.  2.To plan & purchase the material required for the purpose of maintenance and repair.  3.Arrange to keep the Vidyalaya Campus neat & clean.  4.To take an action in time for the decent look of the Vidyalaya.  5.To maintain the tube lights & fans etc. in proper condition.  6.The committee members will look after the judicial use of water and electrical power in the school and staff quarters.  7.The committee will suggest the requirements in respect of maintenance and repair.  8.Any other related work assigned by the Principal. |
| **23** | **Staff Qtrs. Allotment** | **Mr V S Lodhi**  **Mr. R K Vishwakarma**  **Mrs Menaka Devi**  **Mr Mehtap Singh** | 1. To allot the quarter according to KVS rules 2. To prepare inventory of all items available in quarters |
| **24** | **Swachchta Abhiyan/Cleanliness** | **Mr. Michael Nathaniel, Coordinator**  **Mr R G Goswami (water point near stairs to Physics Lab, Boys toilet Ground Floor)**  **Ms Usha Jain (Primary wing- Comp lab to Bio lab, Girls toilet, Water point)**    **Sh. R.K.Vishwakarma (Library to boys toilet, staff toilet, water point- I floor)**  **Mrs Shalini Singh ( Class VIIIC to VB, Girls toilet, Exam room, Chemistry room)**  **Mrs R Katare (Staff room, Administrative wing)**  **All Sub Staff** | All toilets and bathrooms should be washed with Phenyl.  Wet mop of all corridors, departments, Class rooms and steps  1.The above said places will be cleaned after school hours/ before school starts and maintained by agency.  2.The front area of the school building and assembly area to be swept before starting Prayer.  3.Surrounding areas including play fields will be kept clean.  4.drains around the main building & Primary wing cleaned regularly.  5.Fans and ceiling will be cleaned at least once a month.  6.The in charge teacher will arrange for effective work by the agency and availability of quality materials in time.  7. Water Coolers, Roof, Water tanks etc.  8.Any other related work assigned by the Principal. |
| **25** | **Cleanliness of Water Coolers** | **Dr N A Khan (Basketball Court)**  **Smt Madhulata Yadav (Ground Floor near stairs)**  **Smt Rachna Shrivastava (First Floor)**  **Sh Laxmi Shankar(Water Point Primary Section)** |  |
| **26** | **Cleanliness of Water tanks** | **Sh Arun Mishra**  **Sh Rahul Kumar**  **Sh Gajraj Singh, Substaff** |  |
| **27** | **Cleanliness of roofs, Balconies(Chhajje) and development of areas behind physics and biology lab)** | **Sh Rohit Sharma**  **Sh Umesh Valmiki**  **Sh Gajraj Singh, Substaff** |  |
| **28** | **Maintenance of Children Park and Open Gym** | **Sh. K K Lodhi**  **Dr N A Khan** |  |
| **29** | **CMP** | **Mrs Renu Singh (I/C)**  **Ms Usha Jain**  **Mrs Tripti Mishra** | 1.To execute the CMP as per KVS directions.  2.Any other related work assigned by the Principal. |
| **30** | **Comp Lab (Primary)** | **Mr Laxmi Shankar**  **Mr Harinarayan Choursiya** | 1.To set up activity room to teach primary students as per KVS circular No. F.39-AC/2008-KV(BGR) dated 06/02/08.  2.To ensure that all the computers and their peripherals are in working order.  3.To plan and arrange for purchasing materials required for teaching aids Dept.  4.To plan maximum usage of interactive board and to maintain record of use of computers and of interactive board.  5.Any other related work assigned by the Principal. |
| **31** | **Co-ordination of Part Time Trs** | **Mrs Anupma Choursiya**  **Mr Rahul Kumar**  **Mr Niraj Kumar** | 1.To allocate the time table to the contractual teachers and coaches as per KVS directions.  2.To maintain a record for number of periods worked by each contractual teacher every day.  3.To compile the number of periods taken for every month from the school record and forward it to the office for payment on the last working day of the month.  4.Any other related work assigned by the Principal. |
| **32** | **NAEP** | **Mr. Umesh Prajapati**  **Mr. Amar Nath**  **Mr. M. Nathneil**  **Mrs. Nalini Shrivastava** | 1.Maintain AEP programme as per KVS direction.  2.Chalk our yearly plan to conduct AEP activities.  3.Report of conducted activities should be sent to KVS RO(KOL) for its information.  4.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them.  5.Employment News, magazines and newspaper’s information should also be placed on Notice board for students & staff.  7.Experts should also be invited from time-to-time to provide proper guidance to the students.  8.Any other work related and assigned by the Principal. |
| **33** | **Discipline** | **VP & HM**  **Dr. N. A. Khan**  **Mrs. Sarita Singh**  **Mrs. S.S.Lodhi**  **Mr. M. Nathaniel**  **Mrs R Katare**  **Mrs Madhulata Yadav** | 1.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them.  2.Provide proper guidance4 to students for their future plan & action.  3. Employment News, magazines and newspaper’s information should also be placed on Notice board for students & staff.  4.Experts should also be invited from time-to-time to provide proper guidance to the students.  5.Any other related work assigned by the Principal. |
| **34** | **Eco Club/Nature Club/Science Club** | **Mr. Amar Nath**  **Mr. S. S. Lodhi**  **Mr. R.G. Goswami**  **Mr. R.S.Yadav**  **Mr. Mahendra Gautam**  **Mrs. Madhulata Yadav**  **Mrs Rachna Shrivastava** | 1.To inculcate the habit of loving nature in the minds of children.  2.To announce a particular day as “plantation Day” and the children may be asked to take care of sapling in the vidyalaya campus.  3.Every class may be allotted a particular area in the garden to be maintained during their SUPW periods.  4.To encourage students to look in to the beautification of campus.  5.To form a science club & encourage students interested in science to take up good projects.  6.To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc.  7. To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.  8.To prepare at least one class wise magazine.  9.To organize at least two competitions/seminars/progarammes etc. based on subject.  10. To promote scientific atmosphere in the Vidyalaya, cluster, regional & national level and try to achieve remarkable achievements in these exhibitions.  11.To guide the students to write articles to publish in magazine and news papers.  12.Any other related work assigned by the Principal. |
| **35** | **E-Class Room** | **Mr. A. K. Gogna** | 1.To monitor the schedule for e-class  2.To make available the CDs and software |
| **36** | **Excursion-Pri** | **Sh Rahul Kumar**  **Smt Tripti Mishra** | 1.To identify and plan smooth excursion of students as KVS guidelines.  2.Any other related work assigned by the Principal. |
| **37** | **Excursion-Sec** | Mrs Sarita Singh  Mr. S.K.Katare  Mr. K.P.Patel |
| **38** | **Furniture** | Sh. Pankaj Sharma  Sh. Rohit Sharma  Sh Anupam Jain  Sh Laxmi Shankar  Sh. Mehtap Singh | 1.To supervise the use of furniture by the students.  2.To plan for repair & purchase of Vidyalaya furniture for students & staff in various classroom & departments as per requirements from the budget allotment.  3. Any other related work assigned by the Principal. |
| **39** | **Games & Sports (I/C)** | **Dr.N.A.Khan**  **Mr. Anupam Jain**  **Mr. Michael Nathaniel**  **Mrs Rachana Shrivastava**  **Sports Coach** | 1.To prepare a plan & programme for the entire session as per KVS groupings.  2.Select the students & games in the beginning of the session to impart proper training to students.  3.Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution.  4.Utilize the games period primarily for the development of the ear marked games by the KVS.  5. Encourage the students to use the available sports equipments in school judiciously.  6.Complete all internal games & sports competitions by the third week of April’11 & organize the Sports day celebration by the end Sep/Oct of every year. |
| **40** | **Games & Sports-Pri** | **Mr Rahul Kumar**  **Mr Laxmi Shankar** |
| **41** | **GRIEVANCES AND SC/ST CELL** | **Mr Deepak Sahu**  **Mrs. Sarita Singh**  **Dr. N.A.Khan**  **Mrs Rekha Barethiya**  **Mr Umesh Valmiki**  **HM** | 1.Any complaints to be enquired and to report to higher authorities for n.a.  2.Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal.  3. Any other related work assigned by the Principal. |
| **42** | **Integrity Club** | **Mr. Umesh Prajapati** | 1.To download the materials required for the club as per KVS direction.  2.To follow the KVS instructions to conduct the activities  3.To prepare the students for participating in external & internal competitions.  4.To co-ordinate with value education I/C and other clubs.  5.Any other related work assigned by the Principal. |
| **43** | **Health Club/ First-Aid** | **Mr K K Lodhi**  **Dr.N.A.Khan**  **Mrs Shalini Singh**  **Nurse** | 1.To prepare a plan for student’s health checking up twice in a year by an authorized Medical Officer.  2.To print and maintain the Health card for each students as per CBSE format.  3.To make available stock of First aid materials for the students including inhalers for asthmatic students in emergency.  4.A special care must be taken for girl child as per their natural need, if situation demands for that.  5.To get medical history of students who have undergone heart surgery or taking continuous medication on any ailment which will affect their health if exertion of any kind in school and inform coaches, concerned teachers and the u/s.  6. Any other related work assigned by the Principal. |
| **44** | **Implementation of Spoken English** | **Sh. S.P.Singh**  **Sh. Umesh Prajapati**  **Sh. Michael Nathaniel**  **Sh. Anupam Jain**  **Sh. Mahendra Gautam**  **Mrs Renu Singh**  **Mrs Tripti Mishra** |  |
| **45** | **Student Council** | **Sh Deepak Sahu**  **Sh S P Singh**  **Smt. Sarita Singh**  **Sh. Arun Mishra**  **Dr. N.A.Khan** |  |
| **46** | **Mess** | **Sh. S S Lodhi**  **Sh. R.G.Goswami**  **Sh. Anupam Jain**  **Sh. K.P.Patel**  **Mrs. Meneka Devi** |  |
| **47** | **Refreshment** | **Mrs. Rachna Shrivastava**  **Mrs Shalini Singh**  **Ms Anushka Bundela**  **Ms Ananya Shrivastava** |  |
| **48** | **KVS Jr. Maths Olympiad & all Maths activities** | **Mrs Sarita Singh**  **Mrs Rekha Barethiya**  **Mr Umesh Valmiki**  **Mrs Anupma Shrivastava**  **Mr. Rohit Sharma** | 1. To ensure preparatory camps for JMO participants with the help of other mathematics teachers.  2. To ensure availability of previous years question banks to them.  3. Any other related work assigned by the Principal. |
| **49** | **KVS Jr. Science Olympiad**  **NTSE (Govt. Conducted)**  **Olympiads(NSO) SOF/ NCSC, JNNSMEE** | **Mr. S. S. Lodhi(I/C)**  **Mr. Amar Nath**  **Mr. R.G. Goswami**  **Mr. R.S.Yadav**  **Mrs Madhulata Yadav**  **Mrs Rachna Shrivastava** | 1.To ensure preparatory camps for JSO participants with the help of other science teachers.  2. To ensure availability of previous years question banks to them.  3.Any other related work assigned by the Principal. |
| **50** | **Library** | **Mr. R.K.Vishwakarma**  **Sh. Umesh Prajapati**  **Dr. S.K. Katare**  **Dr. A.K.Mishra**  **Mrs Nalini Shrivastava**  **Mrs Renu Yadav, HM** | 1.Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students.  2.Newspapers, magazines etc. should be readily available in library.  3.Prepare a list of books with the help of subject teachers by April’ every year & purchase them latest by June every year as per budget provision.  4.At least two programmes at school level should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine.  5.Issue of books to the students & staff and maintain issue register etc.  6.To collect requirements of staff and students and to procure the books.  7.Library policy must be displayed in library.  8.Any other related work assigned by the Principal.  1.To improve the library in quality.  2.To make a list of required books (Department wise) in the month of April and to purchase the books.  3.Students also must be encouraged to give the list of good books for purchase.  4.To monitor the library activities.  5.Any other related work assigned by the Principal. |
| **51** | **Maths Club** | **Mrs. Sarita Singh &**  **All Maths teachers** | 1.To form mathematics club & encourage students interested in mathematics to take up good projects.  2.To prepare the students for participating in external and internal competitions, seminars, Olympiads, quiz etc.  3.To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.  4.To prepare at least one class wise magazine.  5.To organize at least two competitions/ seminars/ programmes etc. based on the subject.  6.To guide the students to prepare articles to publish in Magazine and News papers.  7. Any other related work assigned by the Principal. |
| **52** | **Green Day**  **Pustakouphar** | **Dr. A.K.Mishra**  **Sh S P Singh**  **Sh. R.K.Vishwakarma(Lib)**  **All Class Teachers** |  |
| **53** | **Staff Meeting Minutes and Arrangement** | **Sh. Anupam Jain(I/C)**  **Sh Arun Mishra**  **Sh VIvek Mourya**  **Sh Sajid** |  |
| **54** | **Music & Dance** | **Miss Keerti Soni**  **Mrs Shalini Singh**  **Dance Coach** | 1.To select a group of students who are having keen interest in the field and train them for different activities.  2.To prepare the students to participate in all external & as well as internal cultural events.  3.To impart proper training to the students for using the musical instruments.  4.To train students properly to sing in the morning assembly 7 in other programmes.  5.To prepare dance and Music programmes for the annual day.  6. Any other related work assigned by the Principal. |
| **55** | **Scholarship & Samagara ID** | **Sh. K.P.Patel (IX- XII)**  **Mr. Sambhav Jain(VI-VIII)**  **Mr Rahul Kumar (I-V)** |  |
| **56** | **Photography & Videography** | **Sh Rishi Narayan**  **Mr Rahul Kumar**  **Mr Vinay Nema**  **Mr Harinarayan Choursiya**  **Mr Vivek Mourya** | 1.To take photograph of special lectures, occasions, school seminars, programmes etc. and to make record of it.  2. Any other related work assigned by the Principal. |
| **57** | **Press & Publication** | Dr N A Khan  Mr. S.K.Katare  Sh. Anupam Jain  Dr. A.K.Mishara | 1.To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity after approval form the u/s.  2. Any other related work assigned by the Principal. |
| **58** | **Rajbhasa Samiti** | **Dr. Arun Mishra**  **Sh. S.K.Katare**  **Smt. Shalini Singh**  **Sh G S Kushwaha** | 1.To follow Rajbhasa Kalyan Samiti guidelines.  2.To create a Hindi atmosphere & to prompt hindi in daily use.  3.To celebrate “Hindi Pakhwara” as per the KVS guidelines.  4. Any other related work assigned by the Principal. |
| **59** | **Activity Room- PRY** | **Mr** | 1.To ensure the availability of that the latest software is uploaded.  2.To maintain a usage record of resource room.  3. Any other related work assigned by the Principal. |
| **60** | **Resource Room-CMP/Secondary-e classroom/Yoga & other activities** | **Mrs Renu Singh**  **Mrs Madhulata**  **Dr N A Khan**  **Dance Coach** |
| **61** | **RTE** | **HM**  **All Class teacher from class 1 to 8** | 1.To supervise admissions under RTE.  2.To check proper reimbursement of money under RTE.  3.To monitor their studies and help any other special requirement under educating parents for their continuous study.  4. Any other related work assigned by the Principal. |
| **62** | **RTI** | **Sh. G.S.Kushwaha**  **Sh Niraj Kumar** | 1.To maintain a record regarding the applications received.  2.To instruct the concern record holder to reply within the time limits and maintain the file.  3.Any other related work assigned by the principal. |
| **63** | **Tarunotsav** | **Sh S P Singh**  **Sh R K Vishwakarma**  **All Class Teachers Class-XI** |  |
| **64** | **Scout & Guide**  **Cubs and Bulbuls** | **Sh. S.K.Katare - SCOUT**  **Sh. R.G.Goswami**  **Sh. Anupam Jain**  **Sh. K.P.Patel**  **Sh. Rohit Sharma**  **Sh. R.K.Namdev**  **Mrs Madhulata-GUIDE**  **Ms. Usha Jain**  **Mr. V S Lodhi-CUB**  **Mrs. Renu Singh-BULBUL**  **Mrs Tripti Mishra** | Conduct all scout and guide activity as per KVS calendar and keep the record |
| **65** | **Security & Conservancy** | **Sh. R K Namdev (Security)**  **Sh. R G Goswami (Gardening)**  Sh Michael Nathaniel (Cleanliness) | 1.To maintain a record of security personals deployed by the agency.  2.To give an outlay of security required for the campus to the agency and supervise the work done by the security personals.  3.Any lapse in the system should be informed to the agency to rectify it immediately.  4. Any other related work assigned by the principal. |
| **66** | **Ek Bharat Shrestha Bharat** | **Sh Pankaj Sharma**  **Sh R K Namdev**  **Sh Anupam Jain**  **Sh. K.P.Patel**  **Smt Meneka Devi**  **Smt Shalini Singh**  **Ms Keerti Soni** | 1.To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities.  2.To prepare the students for participating in external & internal competitions.  3.To prepare all magazine class wise.  4.To organize at least two competitions/ seminars/ programmes etc. based on subject.  5.To organize Social Science Exhibition at Vidyalaya Cluster, regional & national level and try to achieve remarkable achievements in the exhibitions.  6.To guide the students to prepare articles to publish in magazine and newspapers.  7.To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc.  8. Any other related work assigned by the principal. |
| **67** | **Student Exchange Programme** | Mr. Mahendra Gautam | 1.To do the required work in time.  2. Any other related work assigned by the principal. |
| **68** | **Students Achievements** | **Sh. A. K. Gogna**  **Sh S P Singh**  **Smt Renu Yadav**  **All in-charges** | 1.To keep a record of students’ achievements.  2.To upload the same on school website.  3. Any other related work assigned by the principal. |
| **69** | **Sub – Conv Social Sc** | **Sh. Pankaj Sharma** | 1.To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance.  2.To check class wise monthly academic performance analysis & discuss for future course of action.  3.To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal.  4.To put a vigil on class wise progress of subject/ lesson.  5.To highlight the importance of the subject amongst the students and create interest in subject.  6. To discuss difficult topics on rotation by faculty members.  7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc.  8.To discuss the activities/ worksheets/ plan extra classes etc as per the split up of syllabus and coverage of lessons.  9.To use the computers/ LCD etc to make the lessons interesting.  10.To produce activity/ TLM materials and to use them for teaching purpose effectively.  11. Any other related work assigned by the principal. |
| **70** | **Sub – Conv Eng** | **Sh. S.P.Singh** |
| **71** | **Sub – Conv Hindi/ Skt** | **Sh. S.K.Katare** |
| **72** | **Sub – Conv Maths** | **Mrs. Sarita Singh** |
| **73** | **Sub – Conv Science** | **Sh. S.S.Lodhi** |
| **74** | **TAL & CAL/ ICT** | **Sh. A K Gogna** |
| **75** | **Primary** | **Mrs Renu Yadav, HM** |
| **76** | **SUPW & Audio Visual Aids (Other than computer related A/V items)** | **Sh. P.S.Lodhi**  **Sh. R.G.Goswami**  **Mr Vivek Mourya**  **Mr Gajraj** | 1.Prepare plan for the SUPW training in various fields as per KVS directions.  2.To help in organizing exhibitions at Vidyalaya level by Science and SST dept.  3.Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya.  4.Maintenance of Vidyalaya electrical, P.A. System, water connections, repair of water coolers, purifiers, Audio vised devices, etc.  5. Any other related work assigned by the principal. |
| **77** | **Teaching Aids** | **Sh. Laxmi Shankar** | 1.To classify computer added teaching aids (subject wise/ class wise) and to display the list of available items in e-resource room and in staff room.  2. Any other related work assigned by the principal. |
| **78** | **Time Table Pri** | **Mr. Rahul Kumar**  **Mr K K Lodhi** | 1.Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules.  2.To make arrangement for the teacher on leave and on duty.  3.To prepare and inform to subject teachers about the special time-table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan.  4.To ensure the ringing of bell in time.  5. Any other related work assigned by the principal. |
| **79** | **Time Table Sec** | **Mr. S. S. Lodhi**  **Mr. R.S. Yadav**  **Mr Ajay Upadhayay**  **Mr. R. K.Vishwakarma(Lib)**  **Mr Arun Mishra** |
| **80** | **Vidyalaya Patrika** | **Sh. Umesh Prajapati**  **Sh. S. P.Singh**  **Dr. Arun Kr Mishra**  **Sh. Mahendra Gautam**  **Mr. R.K.Vishwakarma**  **Mrs Renu Yadav,HM**  **Mrs Tripti Mishra** | 1.To encourage the students to write articles on different topics and collect the articles.  2.To edit all the articles written by the students.  3.To make arrangements to compile the articles language wise and to select the articles on certain parameters as decided by the committee.  4.To complete all administrative formalities for printing the magazines.  5.To collect messages from authorities.  6. Any other related work assigned by the principal. |
| **81** | **Website** | **Sh. A. K. Gogna**  **Sh Umesh Prajapati**  **Smt Renu Yadav, HM**  **Computer Instructor** | 1.To update website weekly (The data should be collected from all the Department heads, CCA coordinator) Examination (External & Internal) Office etc.  2.To check KVS (RO) and KVS (HQ) website every day and to download circulars etc.  3. Any other related work assigned by the principal. |
| **82** | **PURCHASE COMMITTEE** | **Sh Deepak Sahu, VP**  **Smt. Sarita Singh**  **Smt Renu Yadav, HM**  **Sh. S.S.Lodhi**  **All Dept. I/c** | 1.To call for quotations for all the items required in the month of April/ May every year.  2.To follow the rules and regulations of KVS for the purchase of the materials.  3.Purchases for the different depts. to be done in the school as per requirements. |
| **83** | **CONDEMNATION COMMITTEE** | **Mr Deepak Sahu,VP**  **Smt Sarita Singh**  **Smt Renu Yadav, HM**  **Sh G S Kushwaha**  **All Dept. I/c** | 1.To prepare a consolidated condemnation report for every session before the VMC Meeting ad to get it approved. |
| **84** | **Flag Raising** | **Dr. N.A.Khan**  **Sh. Anupam Jain**  **Sh. K.P.Patel**  **Sh. Mehtap Singh** |  |
| **85** | **Flag Lowering** | **Sh. R.K.Namdev**  **Sh. Laxmi Shankar**  **Sh. Gajraj Singh** |  |
| **86** | **Safe School and Disaster Management** | **Sh Pankaj Sharma**  **Sh S P Singh**  **Sh Michael Nathaniel**  **Sh Umesh Valmiki**  **Sh. R.K.Namdev**  **Sh. R.G.Goswami**  **Dr. N.A.Khan**  **Sh. P.S.Lodhi**  **Smt Renu Yadav, HM**  **Smt Usha Jain** |  |
| **87** | **Partnership with Govt Schools** | **Sh Mahendra Gautam**  **Sh Rishi Narayan** |  |
| **88** | **Suggestion Box** | **Sh. Deepak Sahu**  **Smt. Sarita Singh**  **Smt Rekha Barethiya** |  |
| **89** | **Staff Room** | **Smt Rajeshwari Katare**  **Sh R K Namdev (I/C Comp cabin)**  **Smt Shalini Singh**  **Sh Mohd Sajid** |  |
| **90** | **Enrollment** | **Mr Mahendra Gautam**  **Mr Laxmi Shankar** |  |
| **91** | **Class attendance Morning Assembly** | **Computer Instructors** |  |
| **92** | **Register of Late Comers** | **Sh Amjad**  **Sh Vivek Mourya** |  |
| **93** | **Checking of School Building after closing bell** | **I to III – Mr K K Lodhi**  **IV, V,XII- Ms Usha Jain**  **VB to VIIIC- Smt Menaka Devi**  **IX to XI-Sh Rohit Sharma**  **Sh Gajraj Singh**  **Sh Bhagwati** | To check classes after closing bell of the school  To sign in Register daily after checking assigned classes. |
| **94** | **Youth Parliament** | **Sh Pankaj Sharma**  **Sh R K Namdev**  **All Social Science &**  **Language Teachers** |  |
| **96** | **Awakened Citizen Programme** | **Sh Arun Mishra**  **Sh Sambhav Jain**  **Sh Michael Nathaniel**  **Smt R Katare** |  |
| **97** | **Prize Committee** | **Sh Umesh Prajapati**  **Mrs Sarita Singh**  **Sh Amarnath**  **Dr N. A. Khan**  **Sh M K Goutam** | Procurement & Distribution |
| **98** | **Morning Assembly Judgement** | **Sh Deepak Sahu, VP**  **Sh S P Singh**  **Sh Arun Mishra**  **Smt Renu Yadav** |  |

**NOTES:-**

1. All the In – charge, Asst. In – charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2023–24 as per the guidelines and submit a copy to the principal for monitoring the works in time without fail.
2. In case of any difficulty, the VP/PPL must be contacted.
3. The In – charges are free to take their own decision to complete their assigned activities. If necessary, they can contact the HM/Vice Principal/Principal for guidance and will have to work on full – fledged manner as a team.
4. It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In – charge of the concerned departments must be available on duty when In – charge proceeds on leave etc and vice versa.
5. Please put in your best efforts to complete all the responsibilities in time and in a creative and effective manner.
6. Please use your talent for the betterment of the Vidyalaya in general and students in particular. .

PRINCIPAL

KENDRIYA VIDYALAYA NO 1, SAGAR

DUTIES AND RESPONSIBILITY OF THE CLASS TEACHERS/ SUBJECT TEACHERS

SESSION 2023-24

1. Please check the cleanliness of the class room. Not a single paper piece/ wrapper etc. should be seen inside the class room. If cleanliness is not up to the mark, please inform the conservancy staff/ in charge teacher.
2. Each class room should have a dustbin and proper use of its must be ensured. The class teachers should instruct the students to use it properly.
3. Proper furniture arrangement to be ensured by the class teacher.
4. Light and fans must be used as per requirement and no misuse of electricity should be allowed.
5. All subject teachers have to prepare annual teaching plan to complete the syllabus on time. Students may be called for extra classes to complete the syllabus on time if necessary with proper intimation and permission from the Principal.
6. Revision plan will be prepared in the month of December 2023 for classes X and XII and for others in the month of January 2023. First round revision for all classes X and XII to be completed by January 2024 and for other classes by February 2024. Second round revision will commence from February 2023 onwards for classes X and XII and it will be completed by 15th February 2024. For this purpose, action planned to be chalked out in the month of December 2023.
7. Teachers should check the attendance of students regularly and if any student is found irregular, same must be informed to his/ her parents immediately.
8. Name of the topic/ chapter must be written on black board before start of the lesson/ unit/ topic.
9. Class room discipline must be maintained during the period.
10. Class work/ home work must be given in a balanced way and should corrected regularly with positive suggestions and remarks instead of negative/ discouraging remarks.

PRINCIPAL